

GCLM User Team Meeting Notes August 16, 2006

Attendees: Beam, Doug (OFM); Castro, Rick (OFM); Hanson, John (CTED); Hontanosas, Del (CTED); Nelson, Laura (OFM); Zeiler, Gary (ECY)

Invited: McAuliffe, Kreighan (ECY); Saylor, Liz (ECY); Stewart, Debbie (ECY)

OFM Web Site: <http://www.ofm.wa.gov/accounting/grants/default.asp>

Next Meeting: Wednesday, September 13, 3:00 pm – 5:00 pm, Point Plaza West 2nd Floor Large Conference Room

Meeting Agenda for September 13, 2006:

Approve August 16, 2006 Meeting Minutes

Work Plan Review

Discuss Vendor Systems

Will Each System Presented Meet the GCLM Business Needs?

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Notes from August 16, 2006 Meeting

1. Approved August 9, 2006 meeting notes. All the action items are complete.
2. Presented the up-dated work plan. Lines 124 through 127 have the vendors. The days are duration not work days.
3. The vendor presentation dates as confirmed are:

Dulles Software	Monday	August 28	at OFM
C-Lutions	Wednesday	August 30	at Ecology
Sierra-OGMA	Wednesday	September 6	at Ecology
Agate Software	Friday	September 8	at OFM
4. The vendor demonstrations are to help us (1) to answer the question 'can the system meet the business needs of CTED and Ecy' and (2) to make a buy or build recommendation to the Executive Steering Committee.
5. An up-date on the interim Enterprise Contracts Management System (iECMS), the LNI Contracts Database, has 10 agencies committed and 6 agencies still considering. These 6 agencies should respond by August 25.
6. Reviewed all additional vendor questions submitted. Some were reworded or removed. The vendor questions will be distributed for final review and sent to the vendors no later than Friday morning August 18.
7. The August 23 meeting is cancelled.

Action Items

Action	Assigned	Due Date
Send vendor questions to project team and subject matter experts for final review.	Doug	8/17/2006
Send vendor questions to the vendors with the directions, the site resources, and the attendee's names and roles.	Doug	8/18/2006
Add Laura Nelson to the work plan.	Doug	8/22/2006
After the last vendor demonstration schedule a meeting with the Executive Steering Committee.	Doug	9/13/2006